

WAYS & MEANS COMMITTEE
September 14, 2022

Call to Order: The meeting was called to order at 1:00 p.m. by Ways & Means Committee Chairman Brooke Harris.

Pledge of Allegiance to the Flag: The Pledge of Allegiance was led by Committee Chairman Brooke Harris.

Roll Call: B. Harris, D. Fanton, J. Burdick, P. Curran, K. Demick, S. Havey, J. Ricci, D. Root, P. Stockin,

Other Attendees: T. Boyde, B. Budinger, A. Carrow, S. Cicirello, A. Cyr, M. Evans, G. Hanchett, D. Healy, K. Hooker, C. Jones, C. Knapp, T. Linn, J. Ricketts-Swales, B. Riehle, T. Ross, J. Rumfelt, T. Shaw, R. Starks, R. Whitney

Approval of Audit

Committee members reviewed the September 14, 2022, audit of claims in the amount of \$4,001,937.95 (including prepaid bills). A motion was made by Legislator Fanton, seconded by Legislator Curran, and carried to forward the audit to the full Board for approval of payment.

Request to Fill One Full-Time Secretary to the County Attorney

County Attorney Allison Carrow requested permission to fill one full-time Secretary to the County Attorney (Non-Unit, Grade: 3, Step: Base to 11), in the County Attorney's Office due to a resignation. The annual salary is estimated to be between \$38,740 and \$53,625, with benefits estimated to be between \$16,906 and \$23,402. The request was approved on a motion made by Legislator Root, seconded by Legislator Demick, and carried. **Notify Human Resources**

Agreement with Drescher and Malecki for Auditing Services

County Treasurer Terri Ross requested a resolution to approve and authorize the County Administrator's signature on an engagement letter/agreement/contract with Drescher and Malecki, LLP, located at 3083 William Street, Suite 5, Buffalo, NY 14227, to provide the County with continuous audit services. This includes an additional level of review and pre-audit of our account payables every two weeks before being signed off on by our County Auditor/County Administrator. They will not have any authority to authorize purchases or deny purchases, they will only be auditing them to insure we are following best practices, all accounting standards, and our current policies and procedures. The agreement will also provide our consulting services in updating our policies and procedures to include procurement, investment, cash management, etc.

The benefits of this agreement include the audit of claim batches from all departments through our financial New World Accounting System, assisting in preparing an abstract of claims, and assisting in updating our financial policies and procedures. This will include comparing each invoice entry to supporting documentation for accuracy, appropriate account coding, and inclusion of a purchase order, if necessary. This will be done by our current policies as well as by advising us on ways to improve and enhance our process in today's world.

They will communicate to the Board any significant issues or concerns as necessary, attend Board/Committee meetings as requested, and be available for technical questions and issues that arise throughout the course of business.

For 2022, professional fees will be billed for actual time worked at various rates of pay depending on the level of staff required with a cap of \$20,000. The estimated annual cost going forward would be capped at \$50,000. If necessary to adjust the fee and the fee structure, a discussion would be held between Administration and Drescher and Malecki, LLP.

The request was approved on a motion made by Legislator Fanton, seconded by Legislator Root, and carried. **Prepare Resolution**

Contract with Auctions International, Inc., for Auctioneer Services for Tax Foreclosed Property

County Treasurer Terri Ross requested a resolution to approve and authorize the County Administrator's signature on a contract with Auctions International Inc., for Auctioneer Services for the sale of Tax Foreclosed Real Property. The completion of the contract would be contingent on review and approval by the County Attorney. This contract would include an online auction for 2022 (2 Years-TF18 and TF19) and an online auction in 2023 (2 years-TF20 and TF21).

The contractor shall conduct an online auction to sell various tax parcels acquired through foreclosure, by Article 11 of the NYSRPTL. The various tax parcels will be sold according to Allegany County's current Terms and Conditions of sale. The contractor will provide all marketing, advertising, signage, registration of bidders, collection of fees, preparation of the catalogs customized to meet our needs, both hard copies and online versions, social media, Treasurer's office collection, and distribution of catalogs, and completion of the deeds to new owners, and much more.

With their marketing and comprehensive advertising strategy nationwide, we hope to maximize the auction and deliver an online auction experience for all bidders. They also have options for addressing those bidders who may not have access to computers. The goal is to begin the process and have a final auction date in early November. The bidding would be open for a period of 2 weeks to allow bidders ample time to bid. We currently have approximately 118 parcels to see at the November auction. (TF18-54 parcels, TF19-59 parcels, and 5 old leftover parcels)

There is no charge for this service to the County. The auction will charge a buyer's premium to the bidders that range from 6 percent for cash payments to 10 percent for credit card payments. The fiscal impact to the County will be the ability to sell and foreclose on those delinquent properties according to the law and recoup the payments that we have made to the municipalities to make them whole for their tax levies. Tax Sale Foreclosure auctions are standard procedure for counties operating under Article 11.

The request was approved on a motion made by Legislator Demick, seconded by Legislator Burdick, opposed by Legislator Harris, and carried. **Prepare Resolution**

Legislator Fanton commented that the County is already familiar with Auctions International, Inc., and that they are a good organization.

Committee Chairman Harris asked for the tentative auction schedule. Ms. Ross stated that the resolution would be coming off the floor at the Board meeting this afternoon and upon Board approval, the auction would open tentatively on October 20 and close on November 3. Committee Chairman Harris asked when they would hold the following auction. Ms. Ross stated that the following auction would be around the end of April or early May of 2023. Ms. Ross stated that there are approximately 119 parcels available with this auction, approximately 60 parcels leftover from 2018, and approximately 50 parcels leftover from 2019. Committee Chairman Harris asked if the Landbank has requested the opportunity to pick parcels off of the tax sale before the fall auction. Ms. Ross stated that letters for the Landbank, Villages, and Towns have been prepared to send out later that day for review of the available parcels. Any offers from the Landbank, Villages, and Towns need to be received by September 30 and approved by the Board before holding the fall auction.

REFERRALS ROM COMMITTEES

Human Services Committee**Resolution to Accept and Budget Additional Funding-NYSDOH Annual Comprehensive Family Planning Program Grant**

Public Health Director Tyler Shaw requested a resolution to accept and appropriate additional state aid. The New York State Department of Health is increasing the annual Comprehensive Family Planning Program grant funding from \$175,000 to \$324,324. The Health Department is requesting approval to accept and appropriate the additional \$149,324 for the 2022 grant and County year.

The majority of the new grant funds will be utilized to attract a Nurse Practitioner, fund fringe benefit costs for all family planning personnel services, purchase health/office equipment, and perform billboard, mail, and other education and outreach to increase awareness about services offered. Other uses will include funding the cost associated with increasing the functionality of the electronic medical records system and covering the cost of preparation and audit of the diagnostic and treatment center cost report.

Appropriations (\$149,324)

A4010.101 Co. Health Dept. - Regular Pay	\$ 40,000
A4035.201 Family Planning - Office Equipment	5,000
A4035.206 Family Planning - Health Equipment	22,000
A4035.409 Family Planning - Fees	14,071
A4035.460 Family Planning - Health Contracts	8,500
A4035.462 Family Planning - Health Contracts	6,000
A4035.802 Family Planning - Retirement	18,784
A4035.803 Family Planning - FICA	9,423
A4035.804 Family Planning - Workers Comp.	2,217
A4035.805 Family Planning - Disability	468
A4035.806 Family Planning - Hospital/Medical Insurance	<u>22,861</u>
	<u>\$149,324</u>

Revenues (\$149,324)

A4035.3450.00 State Aid-Public Health Other	<u>\$149,324</u>
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The request was approved on a motion made by Legislator Burdick, seconded by Legislator Fanton, and carried. **Prepare Resolution**

Resolution for Budget Transfer-Office Equipment and Supplies

Public Health Director Tyler Shaw requested a resolution approving a transfer of \$5,220 from A4010.101 Regular Pay, as well as \$3,136 in fringe benefit expense that was originally appropriated in A4190 (WIC). This transfer will fund the purchase of items outlined below. These monies are available due to an extended medical leave being taken in 2022 by a staff member whose salary and fringe benefits are fully grant-funded. The funds should be transferred as follows:

<u>From:</u>	<u>Amount:</u>
A4010.101 County Health Department - Regular Pay	\$5,220
A4190.802 WIC - Retirement	\$1,907
A4190.803 WIC - FICA	\$ 957
A4190.804 WIC - Workers Comp.	\$ 225
A4190.805 WIC - Disability	<u>\$ 47</u>
	<u>\$8,356</u>

To:	
A4190.201 WIC - Office Equipment	\$7,456
A4190.407 WIC - Office Supplies	\$ 300
A4190.409 WIC - Fees	<u>\$ 600</u>
	\$8,356

In an effort to maximize all available grant funding, the New York State WIC Western Region Office has recommended and approved the following purchases:

1. Three laptops and docking stations, speakers, and video conferencing monitor
2. Purchase and installation of security system at Wellsville WIC site
3. Increase in cost of printer ink through Toshiba
4. Three Office 365 subscriptions (\$150 each)
5. Increase in Cost of Teletask based on caseload

The request was approved on a motion made by Legislator Burdick, seconded by Legislator Root, and carried. **Prepare Resolution**

Resolution to Apply for Homelessness During Inclement Weather (Code Blue Funding)

Social Services Commissioner Edna Kayes requested a resolution to apply for the Homelessness During Inclement Weather (Code Blue Funding) Grant. This funding will allow DSS to partner with R.E.D.Y. Youth Services and ACCORD Corp. to operate a warming station in Belmont, NY, from 4:30 p.m. to 8:30 a.m. on days that the temperature falls below 32 degrees with wind chill included. R.E.D.Y. staff will provide overnight supervision to the persons in need. Motels and hotels may still be appropriate for families or for persons that a congregate setting would be inappropriate. DSS and ACCORD staff will be onsite in the mornings to provide case management services to help persons apply for services that may help stabilize their situation. The total fund request for 2023 will be \$278,007. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Curran, and carried. **Prepare Resolution**

Request to Fill Principal Social Welfare Examiner

Social Services Commissioner Edna Kayes also requested approval to fill one full-time Principal Social Welfare Examiner (PEF Bargaining Unit, Grade: 7, Step: Base to 11), and any resulting backfills due to a retirement in the Department of Social Services. This position is responsible for planning, coordinating, supervising, and managing the performance and activities of a group of employees in the Temporary Assistance Division including Social Services Investigators, Sr. Social Welfare Examiners, Sr. Case Managers, Case Managers, Employment Specialists, Social Welfare Examiners, Employment Workers, and clerical employees. This position is funded with 27 percent County funds, 21 percent State funds, and 52 percent Federal funds. The 2022 Budget includes \$58,043 for this position. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Fanton, and carried. **Notify Human Resources**

Resolution for Budget Increase-Alzheimer's Disease Caregiver Support Initiative (ADCSI)

Office for the Aging Director Anita Mattison requested a resolution to increase the ADCSI-Alzheimer's Disease Caregiver Support Initiative budget by \$6,000 for the fiscal year July 1, 2022, through June 30, 2023. The original budget was not sufficient to cover the cost of Respite care for the remainder of 2022 to align with the grant requirements. The OFA will bring down an additional \$6,000 in 2022 from the Alzheimer's Association. Appropriations should be made as follows:

Appropriations (\$6,000)

A 6791.474	OFA Alzheimer's Caregiver Support - Contracts (Homecare)	\$6,000
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Revenues (\$6,000)

A 6791.3772.00	OFA Alzheimer's Caregiver Support - ST AID-OFA	\$6,000
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The request was approved on a motion made by Legislator Burdick, seconded by Legislator Curran, and carried. **Prepare Resolution**

Resolution to Accept and Budget Additional State Office of Addiction Services and Supports (OASAS) Funds

Community Services Director Robert Anderson requested a resolution to accept and appropriate funds that have been increased by the State Office of Addiction Services and Support (OASAS) for the 2022 fiscal year. The budget adjustment for the 2022 Budget is requested as follows:

A4220 - Council on Alcoholism and Substance Abuse

Expenses: \$65,899

A4220.457	Contract- Substance Abuse (COLA)	\$ 35,707
A4220.457	Contract- Substance Abuse (Jail Program)	\$ 101,250

Revenue: \$136,957

A4220.3486.00	State Aid – Substance Abuse	\$ 136,957
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Total increase in grant funding:	\$ 136,957
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The request was approved on a motion made by Legislator Burdick, seconded by Legislator Demick, and carried. **Prepare Resolution**

Public Safety Committee

Resolution to Accept Raise the Age Grant

Probation Director Robert Starks requested a resolution to accept and appropriate Raise the Age Grant Funds. The NYS Division of Criminal Justice Services notified the Allegany County Probation Department on August 22, 2022, that the County has been awarded a renewal grant for its Raise the Age budget. The amount of the award is \$22,973. The grant period is April 1, 2021, through March 31, 2022. This grant reimburses the Probation Department for specific services provided for youth who qualify under the "Raise the Age" banner. The funds should be accepted and appropriated as follows:

Appropriations:

A3176.101	Personnel Raise the Age-Probation	\$22,973
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Revenues:

A3176.3389.RTA	Raise the Age-Probation-State Aide	\$22,973
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The request was approved on a motion made by Legislator Fanton, seconded by Legislator Root, and carried. **Prepare Resolution**

Resolution to Accept FY2020 Statewide Interoperable Communications Grant (SICG)

Sheriff Rick Whitney requested a resolution for the acceptance and establishment of a capital project for the appropriation of the New York State 2021 and 2022 Statewide Interoperable

Communication Grant (SICG). This grant has been awarded to Allegany County in the amount of \$1,429,652. These monies shall be used to upgrade the 911 communications system. The funds should be budgeted as follows:

TO BE BUDGETED FOR 2022

Appropriation: * H 3035.200 (SICG-911 FY21-22) \$1,429,652

Revenue: * H 3035.3097.00 St Aid \$1,429,652

The request was approved on a motion made by Legislator Fanton, seconded by Legislator Burdick, and carried. **Prepare Resolution**

Resolution to Accept FY2021-22 Public Safety Answering Points Operations Grant (PSAP)

Sheriff Rick Whitney requested a resolution for the acceptance and establishment of a capital project for the appropriation of the New York State 2021-2022 NYS Public Safety Answering Points Operations Grant (PSAP). This grant has been awarded to Allegany County in the amount of \$131,483. The funds will be used to upgrade the 911 communications system and should be budgeted as follows for 2022:

TO BE BUDGETED FOR 2022

Appropriation: * H 3034.200 (PSAP-911 FY21-22) \$131,483

Revenue: * H 3034.3097.00 (PSAP St Aid) \$131,483

The request was approved on a motion made by Legislator Fanton, seconded by Legislator Demick, and carried. **Prepare Resolution**

Resolution to Accept and Appropriate NYS CARES UP Grant-Research Foundation for Mental Hygiene (RFMH)

Sheriff Whitney also requested a resolution to accept and appropriate the NYS CARES UP Grant-Research Foundation for Mental Hygiene (RFMH) award over a period of 21 months. The resolution should include a \$40,000 budget adjustment in 2022 and \$43,000 will be budgeted in the 2023 Budget. This grant has been awarded to assist first responders and uniformed personnel who often face stress or trauma and for the overall health and wellness of the department. These monies will be used to fund personnel costs and educational tools/supplies. The \$40,000 for 2022 should be appropriated as follows:

Appropriation:

A 3155.101 Sheriff-CARES UP Grant-RFMH Reg Pay \$ 25,000

A 3155.405 Sheriff-CARES UP Grant-RFMH Conference Exp \$ 2,000

A 3155.407 Sheriff-CARES UP Grant-RFMH Supplies \$ 8,000

A 3155.421 Sheriff-CARES UP Grant-RFMH Education/Training \$ 5,000

Revenue:

A 3155.3389.RFMH St Aid-Sheriff \$ 40,000

The request was approved on a motion made by Legislator Fanton, seconded by Legislator Curran, and carried. **Prepare Resolution**

Resolution to Apply for the FY2022 Domestic Terrorism Prevention (DTP) Grant Program

County Administrator Carissa Knapp requested a resolution to apply for the FY2022 Domestic Terrorism Prevention (DTP) Grant Program. On May 18, 2022, Governor Hochul signed Executive Order 18 entitled "Preventing and Responding to Domestic Terrorism." Under EO No. 18, Allegany County must complete a comprehensive review of current strategies, policies, and procedures to address domestic terrorism and provide the Division of Homeland Security and Emergency Services (DHSES)

Office of Counter Terrorism (OCT) with a domestic provision plan by December 31, 2022. The plan will include input from law enforcement, mental health professionals, school officials, and other key stakeholders.

In response to EO No. 18, DHSES recently made funding available to support Allegany County's capability to prevent targeted violence and domestic terrorism through the utilization of Threat Assessment and Management (TAM) teams and the development of comprehensive Domestic Terrorism Plans. Specifically, the funding is meant to enhance measures to prevent targeted violence including gun violence through a model of education, disruption, and mitigation in coordination with the support of federal, state, and local partners. As part of that funding, Allegany County was awarded \$172,413 for FY 2022.

The primary objectives of the grant program are as follows:

1. Developing plans, policies, and protocols, inclusive of services and resources to help implement threat assessment management strategies.
2. Ensuring members of the whole community have access to multi-disciplinary TAM teams.
3. Raising awareness of the why and how individuals radicalize to violence through education of the whole community on the behavioral indicators of individuals on a pathway to violence and how to intervene and prevent acts of violence.
4. Ensuring community members understand the role of domestic terrorism prevention plans and TAM teams and are aware of how to act on their awareness training by knowing how, who, and by what means to contact their resident TAM team.

As part of that funding, Allegany County will be awarded \$172,413 for FY 2022.

The request was approved on a motion made by Legislator Fanton, seconded by Legislator Burdick, and carried. **Prepare Resolution (The resolution will come off the floor at the 9/14/22 Board Meeting)**

Committee Chairman Harris asked if this resolution was to accept and appropriate funding. Ms. Knapp stated that the resolution is for the application process which is due on Friday.

Good of the Order

Chairman Philip G. Stockin announced that a caucus would begin at 1:25 p.m. in the Legislative Chambers.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 1:19 p.m. following a motion by Legislator Fanton, seconded by Legislator Ricci, and carried.

Respectfully submitted,

Tiffany Linn, Confidential Secretary
Allegany County Board of Legislators